

### Model Municipal Expense Reporting Form

Claimant's Name: **Harold Locke**  
 Claimant's Title: **Councillor**  
 Date expense report posted: **4Q (January 1 - March 31, 2020)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @ 0.4585	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	No expenses to report					-							
						-							
						-							
						-							
						-							
				-		-						-	-

Notes:  
 Travel expenses include, but are not limited to accommodations, transportation and incidentals  
 Professional development expenses include, but are not limited to course registration fees  
 Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development  
 Alcohol cannot be expensed by an individual to a municipality  
 \*Municipalities are required by the MGA to report travel, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: -

### Model Municipal Expense Reporting Form

Claimant's Name: **Karen Mattatall**  
 Claimant's Title: **Mayor**  
 Date expense report posted: **4Q (January 1 - March 31, 2020)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @ 0.4585	Meals				Other Expenses
							Breakfast	Lunch	Dinner	Other	
Jan 6/20	Cell Phone						\$ 12.50	\$ 15.00	\$ 25.00		59.14
Feb 6/20	Cell Phone										36.95
March 6/20	Cell Phone										36.95
			-	-		-	-	-	-	-	133.04

Paid by Municipality	
Credit Card	Invoice
	X
	X
	X
-	-

Notes:  
 Travel expenses include, but are not limited to accommodations, transportation and incidentals  
 Professional development expenses include, but are not limited to course registration fees  
 Business purpose of an expense include, but are not limited to: confernces, meetings, municipal events, professional development  
 Alcohol cannot be expensed by an individual to a municipality  
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Total Claim: 133.04

## Model Municipal Expense Reporting Form

Claimant's Name: **Darren Shupe**  
 Claimant's Title: **CAO**  
 Date expense report posted: **4Q (January 1 - March 31, 2020)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @ 0.4415	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
							\$ 12.50	\$ 15.00	\$ 25.00				
Jan 6/20	Cell Phone										41.13		X
Feb 6/20	Cell Phone										41.12		X
March 6/20	Cell Phone										41.13		X
				-									
											123.38	-	-

Notes:  
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 Business purpose of an expense include, but are not limited to: confernces, meetings, municipal events, professional development  
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Total Claim: 123.38

### Model Municipal Expense Reporting Form

Claimant's Name: **Nolan Young**  
 Claimant's Title: **Councillor**  
 Date expense report posted: **4Q (January 1 - March 31, 2020)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @  0.4585	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	No expenses to report												
													X
													X
													X
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
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						-							
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						-							

Notes:  
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 Business purpose of an expense include, but are not limited to: confernces, meetings, municipal events, professional development  
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Total Claim: -

## Model Municipal Expense Reporting Form

Claimant's Name: **Sheldon Ringer**  
 Claimant's Title: **Councillor**  
 Date expense report posted: **4Q (January 1 - March 31, 2020)**

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							Breakfast \$ 12.50	Lunch \$ 15.00	Dinner \$ 25.00	Other		
	No expenses to report											
		-	-	-			-	-	-	-		-

Notes:  
 Travel expenses include, but are not limited to accommodations, transportation and incidentals  
 Professional development expenses include, but are not limited to course registration fees  
 Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development  
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Total Claim: -



### Model Municipal Expense Reporting Form

Claimant's Name: **Rick Davis**  
 Claimant's Title: **Councillor**  
 Date expense report posted: **4Q (January 1 - March 31, 2020)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	No expenses to report					-							
						-							
						-							
						-							
						-							
				-		-						-	-

Notes:  
 Travel expenses include, but are not limited to accommodations, transportation and incidentals  
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Total Claim: -